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PRINCIPAL INVESTIGATOR: Doctor Ray Crook

CONTRACTING ORGANIZATION: State University of West Georgia
Carrollton, Georgia 30118

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INTRODUCTION:

This project is a cooperative agreement between the Antonio J. Waring, Jr. Archaeological Laboratory at the State University of West Georgia and the U.S. Army Medical Research Acquisition Activity. The purpose of this project is designed to provide the Antonio J. Waring, Jr. Archaeological Laboratory stewardship of the nations cultural resources for curation which are to be collected by the Department of Defense in the geographical area of the state of Georgia and the surrounding southeastern United States. Funds that apply to this project are based on a cost reimbursement cooperative agreement. Funds are to be made as individual tasks orders are completed. As of to date, no task orders have been received from the Department of Defense to the Antonio J. Waring, Jr. Archaeological Laboratory for the curation of cultural resource collections.

BODY:

The Antonio J. Waring Jr. Archaeological Laboratory has been entrusted by the Department of Defense for the curation and care of cultural resource material from Georgia and the southeastern United States. Research information is derived from this material and its associated documentation. The Antonio J. Waring Jr., Archaeological Laboratory has not obtained any material to be curated from the Department of Defense. The Antonio J. Waring, Jr. Archaeological Laboratory completed a mailing to all of the US Military Bases in Georgia and several throughout the surrounding states.

KEY RESEARCH ACCOMPLISHMENTS:

No collections have been received; therefore, no research has been conducted at this time.

REPORTABLE OUTCOMES:

No outcomes are reportable at this time.

CONCLUSIONS:

None

REFERENCES:

None

APPENDICES:

Antonio J. Waring, Jr. Archaeological Laboratory Annual Report 2003.
Vitae: Ray Crook, Laboratory Director
Susan Fishman-Armstrong, Laboratory Coordinator

January 2004

Curriculum Vitae

Morgan Ray Crook, Jr.

330 Pafford Building
State University of West Georgia
Carrollton, GA 30118
770.836.4592 or 4303
rcrook@westga.edu

Academic Achievement

Ph.D., University of Florida, 1978 (Anthropology)

Dissertation: "Mississippian Period Community Organizations on the Georgia Coast"

M.A., West Georgia College, 1975 (Psychology)

Thesis: "Institutions of Abnormal Behavior in Three Primitive Societies"

B.A., West Georgia College, 1973 (Anthropology and Psychology)

Principal Fields of Interest

Archaeology of the Southeastern U.S.
Archaeological Method and Theory
Prehistoric Coastal Adaptive Systems
Gullah Archaeology

Professional References

David Anderson (Archaeologist), Southeast Archeological Center, National Park Service

Nicholas Honerkamp (Professor of Anthropology), Department of Sociology, Anthropology, and Geography, University of Tennessee, Chattanooga

Jerald Milanich (Curator and Professor of Anthropology), Department of Anthropology, Florida Museum of Natural History, University of Florida

Elizabeth Reitz (Professor of Anthropology), Department of Anthropology, University of Georgia

Academic Experience

Positions:

August 2002 – Present

Professor of Anthropology
Department of Sociology, Anthropology, & Criminology
State University of West Georgia

January 2000 – Present:

Laboratory Director
Antonio J. Waring, Jr. Archaeological Laboratory
State University of West Georgia

September 1991 – July 2002:

Associate Professor of Anthropology
Department of Sociology, Anthropology, & Criminology
State University of West Georgia

March 1993 – Present:	Curator Antonio J. Waring, Jr. Archaeological Laboratory State University of West Georgia
September 1987 – August 1991:	Assistant Professor of Anthropology Department of Anthropology Georgia State University
September 1985 – June 1987:	Part-time Assistant Professor of Anthropology Georgia State University
July 1983 – June 1987:	Assistant to the State Archaeologist Office of the Georgia State Archaeologist
June 1983 – August 1987:	Adjunct Research Associate Department of Sociology and Anthropology West Georgia College
November 1978 – June 1983:	Research Associate Department of Sociology and Anthropology West Georgia College

Instruction:

Courses Taught (undergraduate unless otherwise indicated)-

- Introduction to Anthropology (four subfield)
- Faces of Culture
- Case Studies in Archaeology
- Introduction to Physical Anthropology
- Introduction to Archaeology
- General Archaeology
- Archaeological Field Methods (also graduate level)
- Archaeological Laboratory Methods (also graduate level)
- Archaeological Curation and Collections Management
- Directed Research in Anthropology
- Contemporary Archaeological Thought
- History of Anthropological Thought
- North American Indians
- North American Prehistory
- Archaeology of the Southeastern U.S.
- Indians of the Southeastern U.S.
- Cultural Ecology
- Human Evolution
- Public Archaeology (also graduate level)
- Senior Seminar (capstone course)

Honors and Masters Committees -

- 1990 B.A. Anthropology Honors Thesis
Mary Herbert (Department of Anthropology, Georgia State University)
- 1987 M.A. Anthropology
Jack E. Tyler (Department of Anthropology, Georgia State University)
- 1989 M.A. Anthropology
Terry J. Minvielle (Department of Anthropology, Georgia State University)

1990 Master of Historic Preservation

Ann Foskey (Department of History, Georgia State University)

1991 Master of Historic Preservation

Janine Joslyn (Department of History, Georgia State University)

Institutional Service:

August 2003 – Present	Faculty Advisory Committee, College of Arts and Sciences, State University of West Georgia
June 1998 – June 2001:	Faculty Senate, State University of West Georgia
June 1998 – June 2001:	Undergraduate Academic Programs Committee (Chair, 2000-01)
January 2000 – Present	Undergraduate Scholarships Manager, Antonio J. Waring, Jr. Anthropology Endowment
September 2000:	Strategic Planning <i>ad hoc</i> Committee, UWG Office of the President
June 1998 – May 1999:	Master Planning Committee, State University of West Georgia
June 1998 – May 2000:	Social Sciences XIDS Committee, UWG College of Arts and Sciences
April 1998 – January 2000:	Fund Manager, Antonio J. Waring, Jr. Anthropology Endowment
June 1997 – February 1998:	Search Committee for Sponsored Operations Coordinator, UWG Office of the Vice President of Academic Affairs
June 1995 – June 1998:	Faculty Senate, State University of West Georgia
June 1995 – June 1998:	Learning Resources Committee (Chair, 1997-98)
July 1995 - August 1995:	Chair, Search Committee for Coordinator of Special Projects, Development and Alumni Services, West Georgia College
August 1994 - Present:	Sponsored Operations Advisory Committee, WGC/UWG Office of the Vice President of Academic Affairs
August 1994 – June 1996:	Technology Trust Funds Working Group, WGC/UWG Office of the President
January 1993 – June 1996:	Director and Archaeology Research Associate, Applied Environmental Research Group, School of Arts and Sciences, West Georgia College
October 1993 – July 1995:	Community Action for Improvement, Inc., Board of Trustees (representing West Georgia College). Elected Treasurer, April 1995
September 1993 - June 1995:	School of Arts & Sciences - Executive Committee, West Georgia College
September 1993 - June 1995:	School of Arts & Sciences - Institutional Studies and Planning Committee, West Georgia College
September 1993 - June 1996:	Faculty Senate Committee on Academic Appeals, West Georgia College
September 1992 – June 1995:	Regents Academic Advisory Committee on Sociology, Anthropology, and Social Work (representing the Department of Sociology & Anthropology, West Georgia College), also member of Anthropology Subcommittee
September 1991 - December 1991:	Self-Study Subcommittee on Academic and Professional

September 1989 - August 1991:	Preparation (SACS), West Georgia College University Senate, Georgia State University. Committee Memberships - Faculty Affairs, Awards
September 1987 - August 1991:	Department of Anthropology, Georgia State University - Executive Committee, Curriculum Committee, Honors Committee (Chair, 1989), Student Advocacy Committee (Chair, 1988)
September 1988 - August 1989:	Department of Anthropology, Georgia State University - Director of Faculty and Student Seminars, Chair of <i>ad hoc</i> Peer Review Committee, Chair of <i>ad hoc</i> Departmental Research Policy Committee
September 1987 - August 1988:	Faculty Advisor, Georgia State University Anthropology Society

Also continuing UWG departmental and program service including various *ad hoc* committee assignments, mentoring, advising, search committees, third-year review committees, promotion and tenure committees, post-tenure review committees, and Waring Endowment activities.

Professional Activities

Memberships:

American Anthropological Association
Society for American Archaeology
Society for Historical Archaeology
Society for Archaeological Science
Council for Museum Anthropology
Association for the Study of African-American Life and History
Southeastern Archaeological Conference
Society for Georgia Archaeology
Georgia Council of Professional Archaeologists
Sigma Xi, The Scientific Research Society
Register of Professional Archaeologists

Professional Service:

June 1997 – December 1997:	Sapelo Island Comprehensive Master Planning Committee, Georgia Department of Natural Resources
June 1995 – May 1998:	Director, Jekyll Island Research Station
May 1994 – April 1997:	Councilor, Section VIII (Anthropology) of the Georgia Academy of Science
January 1993 – December 1993:	Board of Directors, Society for Georgia Archaeology
September 1991 – August 1993:	Coordinator, Georgia Archaeological Task Force
January 1986 – July 2003:	Managing Editor, Georgia Archaeological Research Design Papers
April 1985 – March 1995:	Georgia Representative, Society for American Archaeology Committee on Public Archaeology
April 1989 – September 1992:	Director and Editor, "The State of Georgia Archaeology Project,"

February 1989 – October 1990:	Georgia Council of Professional Archaeologists Interim Vice President, Georgia Council of Professional Archaeologists
April 1989 – June 1989:	Nominations Committee, Southeastern Archaeological Conference
January 1987 – December 1987: September 1985 – August 1991:	Board of Directors, Society for Georgia Archaeology Georgia State University Representative, Georgia Archaeological Task Force
June 1983 – June 1987:	Coordinator, Georgia Archaeological Task Force
March 1982 – December 1991:	Editorial Board, The Florida Anthropologist
January 1981 – December 1981:	Council Member, Society for Georgia Archaeology
September 1975 – September 1977:	Archaeology Editor, The Florida Journal of Anthropology

Publications:

Monographs

1985 **Cagle Site Report: Archaic and Early Woodland Period Manifestations in the North Georgia Piedmont.** Occasional Papers in Cultural Resource Management #2. Atlanta: Georgia Department of Transportation.

1986 **A Strategy for Cultural Resource Planning in Georgia.** Atlanta: Georgia Department of Natural Resources.

1986 **Mississippi Period Archaeology of the Georgia Coastal Zone.** University of Georgia Laboratory of Archaeology Series, Report No. 23. Georgia Archaeological Research Design Paper No. 1.

1987 **Lowe Site Report: A Contribution to Archaeology of the Georgia Coastal Plain.** Occasional Papers in Cultural Resource Management #3. Atlanta: Georgia Department of Transportation.

1990 **Rae's Creek: A Multicomponent Archaeological Site in the Central Savannah River Area.** (senior author with contributions by G. Castille, K. Wood, M. Smith, R. Blakely, E. Sheldon, J. Mathews, and F. Magilligan). Atlanta: Georgia State University.

1992 (Editor) **The State of Archaeology in Georgia.** A report from the Georgia Council of Professional Archaeologists. Carrollton: West Georgia College.

1995 **Excavation and Reburial of Charles R. Farnham on Little Cumberland Island, Georgia.** The Occasional Papers of Island Labs, Little Cumberland Island Association.

1996 **Former Structures of the Jekyll Island Club Shown on Sanborn Field Survey Maps.** Jekyll Island Research Station Report No. 1. Carrollton: The State University of West Georgia.

1997 **Archaeological Investigations at the Sapelo Island Lighthouse and Oil House.** Report of Investigations, Waring Archaeological Laboratory. Carrollton: The State University of West Georgia.

2003 **The Bilbo Site: A 2001 Status Report.** Report of Investigations, Waring Archaeological Laboratory. Carrollton: The State University of West Georgia.

2003 **Sapelo Voices: Historical Anthropology and the Oral Traditions of Gullah-Geechee Communities on Sapelo Island, Georgia.** (senior author with C. Bailey, N. Harris, and K. Smith) Carrollton: The State University of West Georgia.

Papers

1977 Spalding's Sugar-Works Site, Sapelo Island, Georgia. **Industrial Archaeology** 12:318-350. (senior author with P.D. O'Grady). Reprinted 1980 in **Sapelo Papers: Researches in the History and Prehistory of Sapelo Island, Georgia**, West Georgia College Studies in the Social Sciences 19:9-34.

1978 Spatial Associations and Distribution of Aggregate Village Sites in a Southeastern Atlantic Coastal Area. **Florida Anthropologist** 31:21-34. Reprinted 1980 in **Sapelo Papers: Researches in the History and Prehistory of Sapelo Island, Georgia**, West Georgia College Studies in the Social Sciences 19:77-87.

1978 Recent Micro-Settlement Studies in the Southeast. **The Florida Journal of Anthropology** 3:26-33.

1980 Archaeological Indications of Community Structures at the Kenan Field Site. In **Sapelo Papers: Research in the History and Prehistory of Sapelo Island, Georgia**, West Georgia College Studies in the Social Sciences 19:89-100.

1982 Mitigation Excavations at the Chestatee Site, North Georgia. **Florida Anthropologist** 35:3-33.

1983 A Statistical Application for Determining Ceramic Assemblages at Disturbed Archaeological Sites. **North American Archaeologist** 4:211-223.

1984 Evolving Community Organization on the Georgia Coast. **Journal of Field Archaeology** 11:247-263.

1984 Irene Manifestations on Sapelo Island. **Early Georgia** 12:59-63.

1985 Space, Time, and Subsistence at Bourbon Field. **National Geographic Society Research Reports** 21:95-100.

1988 An Ecological Model for the Protohistoric Guale. **Southern Anthropological Society Proceedings**, No. 21:122-139.

1991 Chronology of a Stratified Archaic Sequence in the Central Savannah River Area. **Early Georgia** 19(2):21-33.

1992 Oyster Sources and their Prehistoric Use on the Georgia Coast. **Journal of Archaeological Science** 19:483-496.

2001 (with D.C. Weinland and F.T. Andrus) The Identification of Cownose Ray (*Rhinoptera bonasus*) as a Seasonal Indicator Species and Implications for Coastal Mississippian Subsistence Modeling. **Southeastern Archaeology** 19:82-88.

2001 The Sapelo Gullah Project: 1992-2001. **Reflections** 1(2):4-5. (Georgia African American Historic Preservation Network).

2001 Gullah and the Task System. **Anthropology of Work Review** 22(2):24-28..

Recent Presentations & Exhibits:

1998 *Jekyll Island 2000 Years Ago*. Permanent exhibit installed in the Jekyll Island Museum (with Bruce Bobick, UWG Department of Art).

1998 *Historic Gullah Communities of Sapelo Island*. Paper presented at the annual meeting of the Society for Historical Archaeology, Atlanta. Also, Section Chair for *Current Research in the Southeastern United States*.

1999 *Jekyll Island Archaeology*. Invited presentation for the Spring meeting of the Society for Georgia Archaeology (Jekyll Island, Georgia).

1999 *Archaeology of Former Structures in Millionaire's Village*. Special public tour provided as part of the Spring meeting of the Society for Georgia Archaeology (Jekyll Island, Georgia).

2000 Symposium Organizer and Chair, *Archaeology of the Northern Florida and Georgia Coasts*. Annual meeting of the Southeastern Archaeological Conference, Macon, Georgia.

2000 *Investigations at the North End Site (9GN107), Little St. Simons Island, Georgia*. Paper presented at the annual meeting of the Southeastern Archaeological Conference, Macon, Georgia.

2002 *The Bonner House*. Permanent exhibit (UWG Bonner Lecture Hall) regarding the history and archaeology of the Bonner House on the campus of the State University of West Georgia (with Ann McCleary, Department of History).

2002 *Investigations at the Bilbo Site (9CH4)*. Paper presented at the annual meeting of the Southeastern Archaeological Conference, Biloxi, Mississippi.

2003 *Coastal Adaptation during the Mid-Holocene: A View from the Bilbo Site (9CH4)*. Paper presented at the Society for Georgia Archaeology Meeting, Carrollton, Georgia.

Technical Reports

(italicized dates indicate applied research (compliance) reports subjected to state- or federal-level professional review)

1973a "An Archaeological Survey of Polk County, Georgia," submitted to the Georgia Historical Commission.

1973b "Georgia Project M-3059, Bibb County, Georgia," submitted to the Georgia Historical Commission.

1974a "An Archaeological Survey of the Proposed Spewrell Bluff Reservoir," submitted to the National Park Service.

1974b "An Archaeological Survey of Green Island, Georgia," submitted to Island Investments, Inc. of Savannah, Georgia.

1974c "An Archaeological Investigation of Andersonville Prison, Sumpter County, Georgia," submitted to the National Park Service.

1979a "Archaeological Survey of a Proposed Land Fill in Putnam County, Georgia," submitted to the Putnam County Board of Commissioners.

1979b "Archaeological Assessment of the Morning Creek Diversion Project, Fulton County, Georgia," submitted to Jordan, Jones and Goulding, Inc. of Atlanta, Georgia.

1979c "Archaeological Assessment of the Proposed U.S. Post Office Site, Midway, Georgia," submitted to the United States Postal Service.

1980a "Archaeological Assessment of the Proposed Site of Housing Project GA 123-4, Ackworth, Georgia," submitted to Bradfield Associates, Inc. of Atlanta, Georgia.

1980b "Mitigation Excavations at the Chestatee Site (9Lu(DOT)1), Lumpkin County, Georgia," submitted to the Georgia Department of Transportation.

1980c "Archaeological Assessment of the Proposed Location of Burns Brick Mine #2, Bibb County, Georgia," submitted to the Burns Brick Company of Macon, Georgia.

1980d "Archaeological Reconnaissance of Unicoi, Hard Labor Creek, and Sweetwater Creek State Parks, Georgia," submitted to the Georgia Department of Natural Resources.

1981a "Archaeological Assessment of Two Tracts in Dublin, Laurens County, Georgia," submitted to Flynn Development Corporation of Clearwater, Florida.

1981b "Archaeological Assessment of the Proposed Easement for the Franklin Waste Treatment Facility, Heard County, Georgia" (senior author with A.B. Carroll), submitted to Hartrampf/Powell, Inc. of Atlanta, Georgia.

1981c "An Archaeological Study of Three Outbuildings at the Robert Toombs Historic Site" (senior author

with P.D. O'Grady), submitted to the Georgia Department of Natural Resources.

1981d "Two River Crossings Surveys, the Oostanaula and Chattahoochee Rivers, and a Corridor Survey of Site 9Do2 (Anneewakee Creek Site) in Northwestern Georgia" (co-author with P. Nichols), submitted to Southern Natural Gas Company of Birmingham, Alabama.

1981e "An Archaeological Study of the Grounds and Structure 'D' at the Robert Toombs Historic Site" (senior author with P.D. O'Grady and A.B. Carroll), submitted to the Georgia Department of Natural Resources.

1982 "An Archaeological Assessment of the Richmond Hill Plantation" (co-author with K. Banks and R. Mitchell), submitted to WAPORA, Inc. of Atlanta, Georgia.

1983a "Archaeological Survey of the Proposed Lexington 201 Facilities Project, Davidson County, North Carolina," submitted to J.N. Pease Associates of Charlotte, North Carolina.

1983b "Archaeological Assessment of the Proposed Lake Impoundment Area, Big Lazer Creek Wildlife Management Area, Talbot County, Georgia," submitted to the Georgia Department of Natural Resources.

1984a "Archaeological Reconnaissance Survey of Two Tracts within the West Point Wildlife Management Area, Troup County, Georgia," submitted to the Georgia Department of Natural Resources.

1984b "Cagle Site Report: Archaic and Early Woodland Period Manifestations in the North Georgia Piedmont," submitted to the Georgia Department of Transportation.

1984c "Preliminary Archaeological Investigations at the Crooked River Site (9 Cam 118)," submitted to the Jeffery Brown Institute of Archaeology, University of Tennessee at Chattanooga.

1985a "Mitigative Investigations at the Shaw Site (9 Br 7)" (senior author with R. Saunders and D. Blanton), submitted to the Georgia Department of Transportation.

1985b "An Archaeological Survey of Jekyll Island, Georgia," submitted to the Jekyll Island Authority.

1985c "Topographic Mapping and Limited Archaeological Testing at the Lapham-Patterson House," submitted to the Georgia Department of Natural Resources.

1985d "Mitigative Investigations at the Weaver Site, Gilmer County, Georgia," submitted to the Georgia Department of Transportation.

1985e "The Georgia Coastal Mississippi Period: An RP3 Operating Plan," submitted to the Georgia Department of Natural Resources.

1986 "Mitigative Investigations at Two Sites along Gum Creek, Talbot County, Georgia" (senior author with A. Bingham), submitted to the Game and Fish Division of the Georgia Department of Natural Resources.

1987 "Mitigative Excavation at the Lowe Site, Telfair County, Georgia," submitted to the Georgia Department of Transportation.

1989a "An Archaeological Survey of the Proposed Davisboro Sewerage System, Washington County, Georgia," submitted to Waste Control, Inc. of Alpharetta, Georgia.

1989b "An Archaeological Survey along Settingdown Creek, Cherokee and Forsyth Counties, Georgia" (senior author with W.M. Reynolds), submitted to Vulcan Materials Company of Atlanta, Georgia.

1990 "Rae's Creek: A Multicomponent Archaeological Site in the Central Savannah River Area" (senior author with contributions by G. Castille, K. Wood, M. Smith, R. Blakely, E. Sheldon, J. Mathews, and F. Magilligan), submitted to the Georgia Department of Transportation.

1991 "Phase I Archaeological Survey along Snake Creek, Carroll County, Georgia" (senior author with N.J. Harris), submitted to Carroll County Water Authority through ATEC Environmental, Inc.

1992a "An Archaeological Assessment of the Proposed H.C. (Hill) Seaton Reservoir along Snake Creek, Carroll County, Georgia" (senior author with N.J. Harris and R.R. Richardson), submitted to Carroll County Water Authority through ATEC Environmental Associates, Inc.

1992b "Phase II Archaeological Assessment of 9Sn95 at Poor Robin Landing, Screven County, Georgia" (senior author with D. Davis and J. Bevis), submitted to the Game and Fish Division of the Georgia Department of Natural Resources.

1992c "Phase I Archaeological Survey of a Proposed Campground, Jekyll Island, Georgia" (senior author with N.J. Harris), submitted to The Jekyll Island Authority.

1993a "Topographic Base Maps for Six Historic Archaeological Sites in Sweetwater Creek State Park" (senior cartographer with N.J. Harris), submitted to the Maintenance and Construction Division of the Georgia Department of Natural Resources.

1993b "Archaeological Testing in the New Manchester Mill, Sweetwater Creek State Park, Georgia" (senior author with N.J. Harris), submitted to the Maintenance and Construction Division of the Georgia Department of Natural Resources.

1994a "An Archaeological Survey of the Proposed Great Dunes Golf Course, Jekyll Island, Georgia" (senior author with N.J. Harris), submitted to the Jekyll Island Authority.

1994b "Archaeological Testing at the Old House Site, Little St. Simons Island, Georgia" (as Principal Investigator, authored by N.J. Harris), submitted to Little St. Simons Island.

1994c "Little St. Simons Island Archival Research (1736-1904)" (as Principal Investigator, authored by N.J. Harris), submitted to Little St. Simons Island.

1994d "An Archaeological Survey Along Whooping Creek, Carroll County, Georgia" (as Principal

Investigator, authored by K. Smith), submitted to H. Gil Maddox, Jr., M.D.

1995a "Field Evaluation of Site #2 (9Cl270) at the Proposed H.C. (Hill) Seaton Reservoir, Carroll County, Georgia," submitted to U.S. Army Corps of Engineers, Savannah District.

1995b "Field Evaluation of Site #1 (9Cl269) at the Proposed H.C. (Hill) Seaton Reservoir, Carroll County, Georgia," submitted to U.S. Army Corps of Engineers, Savannah District.

1995c "Excavation and Reburial of Charles R. Farnham on Little Cumberland Island, Georgia," submitted to Little Cumberland Island Homes Association, Inc.

1996a "Former Structures of the Jekyll Island Club shown on Sanborn Field Survey Maps," submitted to the Jekyll Island Authority.

1996b "Phase I Archaeological Survey of Proposed Construction at the Jekyll Island Interpretive Center," submitted to the Jekyll Island Authority.

1996c "Phase II Archaeological Survey of a Proposed Visitor's Center, Sweetwater Creek State Conservation Park, Douglas County, Georgia," submitted to the Georgia Department of Natural Resources.

1997 "Archaeological Investigations at the Sapelo Island Lighthouse and Oil House," submitted to the Georgia Department of Natural Resources.

1999a "Sapelo Island Archaeology 1974-1999," submitted to the Georgia Department of Natural Resources.

1999b "Archeological Assessment of a Proposed Development Tract, McIntosh County, Georgia," submitted to the Law Offices of Preston Kunda, St. Simon's Island, Georgia.

2003 "2002 Investigations at the Duck House Site (9GN118), Little St. Simons Island, Georgia," submitted to the Management of Little St. Simons Island.

Georgia Archaeological Research Design Papers (as Series Managing Editor)

1986 **Mississippi Period Archaeology of the Georgia Coastal Zone** by Morgan R. Crook, Jr. GARD Paper No. 1. (University of Georgia Laboratory of Archaeology Series, Report No. 23).

1986 **Mississippi Period Archaeology of the Georgia Piedmont** by David J. Hally and James Rudolph. GARD Paper No. 2 (University of Georgia Laboratory of Archaeology Series, Report No. 24).

1988 **Mississippi Period Archaeology of the Georgia Ridge and Valley Province** by David J. Hally and James B. Langford, Jr. GARD Paper No. 4 (University of Georgia Laboratory of Archaeology Series, Report No. 25).

1990 **Mississippi Period Archaeology of the Georgia Blue Ridge Mountains** by Jack T. Wynn. GARD Paper No. 5 (University of Georgia Laboratory of Archaeology Series, Report No. 27).

1990 **PaleoIndian Period Archaeology of Georgia** by David G. Anderson, R. Jerald Ledbetter, and Lisa D. O'Steen. GARD Paper No. 6 (University of Georgia Laboratory of Archaeology Series, Report No. 28).

1992 **Historic Period Indian Archaeology of Northern Georgia** by Marvin T. Smith. GARD Paper No. 7 (University of Georgia Laboratory of Archaeology Series, Report No. 29).

1993 **Mississippi Period Archaeology of the Georgia Coastal Plain** by Frank T. Schnell and Newell O. Wright, Jr. GARD Paper No. 3 (University of Georgia Laboratory of Archaeology Series, Report No. 26).

1993 **Historic Period Indian Archaeology of the Georgia Coastal Zone** by David H. Thomas. GARD Paper No. 8 (University of Georgia Laboratory of Archaeology Series, Report No. 30).

1995 **Woodland Period Archaeology of Northern Georgia** by W. Dean Wood and William R. Bowen. GARD Paper No. 9 (University of Georgia Laboratory of Archaeology Series, Report No. 33).

1995 **Woodland Period Archaeology of the Georgia Coastal Plain** by Karl T. Steinen. GARD Paper No. 10 (University of Georgia Laboratory of Archaeology Series, Report No. 34).

1995 **Archaic Period Archaeology of the Georgia Coastal Plain and Coastal Zone** by Daniel T. Elliott and Kenneth E. Sassaman. GARD Paper No. 11 (University of Georgia Laboratory of Archaeology Series, Report No. 35).

1996 **Historic Period Indian Archaeology of the Georgia Coastal Plain** by Chad O. Braley. GARD Paper No. 12 (University of Georgia Laboratory of Archaeology Series, Report No. 36).

2003 **Archaic Period Archaeology of Northern Georgia** by William F. Stanyard. GARD Paper No. 13 (University of Georgia Laboratory of Archaeology Series, Report No. 39).

Susan E. Fishman-Armstrong
Curriculum Vitae
June 11, 2004

Laboratory Coordinator
sfishman@westga.edu

Antonio J. Waring Jr. Archaeological Laboratory
State University of West Georgia Carrollton, GA 30118

Lab: (770) 836-4303

EDUCATION

➤ **Master of Arts** - Graduated December 2000; Texas Tech University, Lubbock, TX

Major: Museum Science with a focus on Collection Management and Registration of Natural History Collections.

Thesis: "Incorporation of Bar Code Capabilities into Existing Museum Databases."

Related Coursework:

- Administration of Archival and Manuscript Collections: Caring for specialized collections.
- Museology: Historical and theoretical framework for museum science. Broad-based implication of museum work as a science.
- Museum Administration: Museum management and administration including policies and procedures, personnel management, budget formulation, governance, and marketing and public relations.
- Museum Collection Management: Museum concepts, procedures, personnel management, budget formulation, governance, and interaction with support organizations. Laboratory work involved identifying, classifying, cataloging, and processing archeological collections.
- Museum Data Management: Electronic management of museum collection.
- Museum Interpretation and Communication: Theories and methods of museum research and interpretation. Includes planning, developing, and evaluating strategies of exhibitions, publications, and education-interpretive programs.
- Museum Law, Ethics, and Standards: Ethical and legal obligations of museum collections, administration, and operations on international and national issues.
- Museum Preventive Conservation: Addresses current methods and theories of specialized care of museum objects.
- Managing Archeological Collections: Provided by the National Park Service. Addresses historical, legal, and ethical issues like preventive conservation, curation, repositories, security, and collections management of caring for an archeological collection in-perpetuity.
<http://www.cr.nps.gov/aad/collections/index.htm>

➤ **Bachelor of Science** – Graduated December 1997; Fort Hays State University, Hays, Kansas

Major: Geosciences with focus on Paleontology and Museum Studies.

Minor: Biology

COMPUTER SKILLS - Proficient in Macintosh, DOS, and PC Computer Environments.

Databases

- Developed database programs for various museum collections using *Microsoft Access*, *Visual FoxPro®*, *FileMakerPro®*. Installed bar code capabilities to these database management systems.
- Consulted to assess the use of *COLLECTION Inc* and *SPECIFY* in museum functions, including report expansion and bar code capabilities.

Word Processing

- Used *Microsoft Word*, *WordPerfect*, *ClarisWorks*, *Professional Write*, and *Adobe Illustrator* to prepare recommendations and reports on daily basis.

Spreadsheet

- Created budget and scholarly reports with intricate graphs using *Microsoft Excel* and *ClarisWorks*.

Additional Software

- Prepared presentations using *Adobe PhotoShop* and *Microsoft PowerPoint*.
- Used *Surfer 4*, and *Grapher* for Digitizing and Geophysical Analysis.
- Created brochures, labels, and published reports using *Adobe PageMaker* and *Adobe Publisher*.

PROFESSIONAL EXPERIENCE

LABORATORY COORDINATOR*June 2001 - Present***Antonio J. Waring Jr. Archaeological Laboratory**

Maintaining the daily functions of the laboratory. Developing outreach programs. Monitoring the condition and processing of incoming collections. Preparing annual budget reports. Developing cutting edge methods for increasing the efficiency and reducing error of managing an archeological collection, like the installation of a bar code system.

*Dr. Ray Crook**State University of West Georgia; Carrollton, GA 30118***VOLUNTEER DATABASE ENTRY***Summer 2003***Houston Museum of Natural Science**

Entered collections information into database. Reviewed data in the collections database. Entered the Mola collection in the database to prepare for exhibit.

*Beth Copeland; Database Manager**1 Hermann Circle Drive Houston, Texas***RESEARCH AIDE***January 2001 – May 2001; Job Completed***Museum of Texas Tech University**

Designed and installed a custom-made bar code system for the Art, History, Registration, and Anthropology Divisions.

- Advised each division on how to expand their collection's database capabilities.
- Increased the capabilities each division's database to include location, bibliography, loan, and usage histories.

*Gary Edson.**Museum of Texas Tech University; 4 & Indiana. Lubbock, TX; 79409***VOLUNTEER COLLECTIONS MANAGER AND FOSSIL PREPARATOR***May 1998 - Present***Department of Paleontology**

Installed a bar code system using the department's existing database. Duties included collecting, sorting, and preparing vertebrate fossils from Post, Texas. Assisted with the creation and design of the new "Dino Hall" at the Museum of Texas Tech University.

- Redefined how objects are processed in the Division.
- Revised the Division's Processing Procedure Policy Manual.
- Wrote the Division's Database Standard's and Usage Manual.
- Reduced Data Loss by 100%.
- Significantly decreased processing time.

*Sankar Chatterjee Ph.D.**Museum of Texas Tech University; 4 & Indiana. Lubbock, TX; 79409*

RESEARCH ASSISTANT*June 1998-December 2000; Graduated***Natural Science Research Laboratory**

Curated, cataloged, and installed the frozen tissue collection. Subsampled, prepared, and sent outgoing frozen tissue loans. Curated and managed the radioactive tissues from Chernobyl, Ukraine. Maintained the frozen tissue database. Assisted with installation and curation of the mammal collection. Responded to information requests. Prepared, preserved and labeled osteological material. Conducted educational tours.

- Processed 161 Loans between 1999 and 2000.
- Inventoried and updated approximately 81% of the Vital Tissue Collection.
- Created departmental procedure policy manual.

*Robert Baker Ph.D**Museum of Texas Tech University; 4 & Indiana. Lubbock TX; 79409***PALEONTOLOGY COLLECTIONS MANAGEMENT PRACTICUM***Summer 1999***Department of Paleontology**

Conducted a comprehensive inventory of the vertebrate, invertebrate, and geology collections. Assisted with rehousing and stabilizing specimens. Identified and solved problems with current collection management practices in the division. Instrumental in the design and creation a new database to help manage collection needs.

*Sankar Chatterjee Ph.D.**Museum of Texas Tech University; 4 & Indiana. Lubbock, TX; 79409***REGISTRATION PRACTICUM***Summer 1999***Museum of Texas Tech University**

Conducted a comprehensive inventory of historical and cultural objects to prepare the objects at the Ranch and Heritage Center in Lubbock, Texas, for deaccessioning from MoTTU. Solved problems and complete paperwork associated with loans, accessioning, and deaccessioning of natural history, history, art, and paleontology collections.

*Nicola Ladkin M.A.**Museum of Texas Tech University; 4 & Indiana. Lubbock TX; 79409***VOLUNTEER FOSSIL PREPARATOR***August 1993 - May 1998; Graduated***Sternberg Museum of Natural History**

Collected, sorted, identified, and prepared vertebrate fossils from West-Central Kansas. Molded and casted material for the new museum.

*Greg Walters M.S.**Fort Hays State University; Hays, Kansas, 67601***OBSERVATORY DIRECTOR***August 1993 - December 1997; Graduated***Department of Physics**

Designed and administrated presentations and shows for public nights. Assisted astronomy classes and taught labs. Maintained telescopes and designed astronomy exhibits in the observatory. Developed budget reports for purchasing needed material. Researched and wrote reports as needed. Publicized astronomy events. Promoted community awareness of astronomy.

- Increased public attendance by approximately 30%.

*Paul Adams Ph.D**Fort Hays State University; Hays, Kansas, 67601***CURATORIAL ASSISTANT***August 1994 - December 1997; Graduated***Sternberg Museum of Natural History**

Assisted with curation, preservation, preparation, and exhibit design for natural history, archeology, and history collections. Assisted with packing and moving specimens to the new facility.

*R. J. Zakrzewski Ph.D**Fort Hays State University; Hays, Kansas, 67601*

VOLUNTEER CURATOR*June 1995 - May 1997; Graduated***Fick Fossil and History Museum**

Collecting, sorting, identifying, preparing, and designing natural history exhibits. Designing Geological and Paleontological traveling kits for schools.

- Reviewed the identifications for 90% of the natural history collection.

Nancy Baalman M.B.

700 West 3rd Street; Oakley, Kansas 67748

FIELD ASSISTANT/RESEARCH ASSISTANT*Summer 1995; Job completed***Sternberg Memorial Museum**

Sorted, identified, and prepared vertebrate materials from Cimarron National Grasslands. Researched possibility of using palynology dating techniques from possible Triassic red beds of South-West Kansas. Collected fossil materials for geological dating of rocks in the Cimarron National Grasslands, Kansas. Gathered data using GPS analysis for preparing geological maps. Assisted with writing a grant proposal for a geological mapping project of Cheyenne National Grasslands, Colorado.

Greg Liggett M.S.

Fort Hays State University; Hays, Kansas 67601

RESEARCH ASSISTANT*Fall 1993, Summer 1995, and Spring 1997; Job completed***Geoscience Department**

Located lost military soldiers after relocation and fire of historical cemetery using non-invasive techniques (magnetometer survey) for Fort Hays, Kansas. Used geophysical instruments (electrical resistivity and magnetometer) and techniques for locating buried archeological artifacts on historical grave site at Boot Hill, Hays Kansas. Used geophysical method (magnetometer survey) for determining possible illegally buried drums. Digitized and analyzed data using Surfer 4 and Grapher.

Ken Neuhausser, Ph.D

Fort Hays State University; Hays, Kansas, 67601

HONORS, AWARDS, PRESENTATIONS

- | | |
|--|------|
| • Museum of Texas Tech University - "Incorporation of Bar Code Capabilities to Existing Museum Databases" Thesis Defense open house presentation. | 2000 |
| • Society for the Preservation of Natural History Collections – Poster Session | 2000 |
| • American Association of Museums - Presenter (poster session) | 1999 |
| • Astronomy Club - Selected as Presenter for the open house on the "Mythical Legends of the Moon and Fun Facts". | 1997 |
| • Astronomy Department - Guest lecturer; Presented "The Moon, its Origin" | 1996 |
| • Society of Vertebrate Paleontology - (poster session) Presenter for annual international meeting in Pittsburgh, Pennsylvania. | 1996 |
| • Kansas Academy of Science - Presenter (poster session) Awarded Honorable mention. | 1995 |

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- **Fishman, S.E.**, C. Fielitz, and K. Shimada. 1996 Stratigraphic record of the genus *Enchodus* (Osteichthyes: Teleostei), in Kansas. Journal of Vertebrate Paleontology, 14 (Supplement to Number 3).

- **Fishman, S.E.**, K. Shimada, and C. Fielitz. 1995. Stratigraphic record of the late Cretaceous genus *Enchodus* (Osteichthyes: Teleostei), in Kansas. Abstract Kansas Academy of Science, Pittsburgh, 14:21.
- **Fishman-Armstrong, S.E.**, H. Gardner, and M. Houle. May 2000 Data Enhancement Project at the Museum of Texas Tech University. Museum of Texas Tech University, Lubbock, Texas. In-house manual.
- **Fishman-Armstrong, S.E.**, H. Gardner, Dr. R.R. Monk, Dr. J. Indeck, G. Edson, N. Ladkin, and Dr. R. Baker. 7 July 2000. Incorporation of bar code capabilities to an existing museum database. Poster Presentation. Society for the Preservation of Natural History Collections. 15th Annual Meeting. Nova Scotia, Canada.
- **Fishman-Armstrong, S.E.**, June 2002. In-house procedural manual for the Antonio J. Waring, Jr. Archaeological Laboratory. In progress.
- **Fishman-Armstrong, S.E.**, Summer, 2000 "Bar code systems in museums." Registrar's Quarterly. Registrar's Committee-Western Region Newsletter.
- **Fishman-Armstrong, S.E.** March 2000. Installing bar code capabilities in COLLECTION%. Newsletter. Vernon System Inc. New Zealand. In Press. 4 pp.
- **Fishman-Armstrong, S.E.** 19 May 1999. Bar Coding in the Panhandle-Plains Historical Museum. Unpublished Master's Thesis Proposal. Museum of Texas Tech University, Lubbock, Texas. 7 pp.
- **Fishman-Armstrong, S.E.** and H. Gardner. March 2001. Bar Code Applications in Museums. Registrar's Committee of the Mountain Plains Museums Association.
- **Fishman-Armstrong, S.E.** April 2000. Data enhancement project, including bar code capabilities, at the Panhandle-Plains Historical Museum. In-house manual. Panhandle-Plains Historical Museum. Canyon, Texas.
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- Warhop, J. and **Fishman-Armstrong, S.E.**, June 2002. User's Manual for the Antonio J. Waring, Jr. Archaeological Laboratory. In-house publication.
- Whetstone, R., and **Fishman-Armstrong, S.E.**, June 2003. The Traveling teaching trunk and Mock Excavation Exercise Teacher's Guide. Antonio J. Waring, Jr. Archaeological Laboratory Unpublished.

MEMBERSHIPS

- **Staff Advisory Committee** State University of West Georgia – Member since 2002
- **Society for American Archeology** - Member since 2004
- **Georgia Association of Museums and Galleries** - Member since 2004
- **Museum Computer Network** - Member since 2004
- **Society for Georgia Archivists** - Member since 2004
- **Small Museum Administrators (SMAC)** - Member since 2003
- **Registrar's Committee of the American Association of Museums RC-AAM** – Member since 2002.
- **Southeastern Registrar's Association** - Member since 2001
- **Society of Georgia Archaeologists** – Member since 2001
- **American Association of Museums** - Member since 1998
- **Society for the Preservation of Natural History Collections** - Member since 1997
- **Museum Science Students Association** - Member since 1997; Public Relations Committee 1997.
- **Kansas Museum Association** - Member 1996-1999

- **Sternberg Museum of Natural History** - Member since 1993
- **Sternberg Geology Club (Fort Hays State University Chapter)** - Member 1993-1997; Vice President 1995 - 1996; Treasurer 1994 - 1995; Secretary 1993 - 1994.
- **Astronomy Club (Fort Hays State University Chapter)** - Member 1993-1997; President 1996-1998; Vice President 1996; Secretary/Treasurer 1994 - 1995

INSTRUCTION

- **Archaeological Curation and Collections Management** - Assisted and taught the Laboratory Section 2002
- **Archaeology Collections Management Internship** - Graduate Level. Supervised and instructed a graduate student in the Laboratory. Summer 2002.
- **Archaeology Collections Management Internship** - Graduate Level. Supervised and instructed a graduate student in the Laboratory. Summer 2003.
- **Archaeological Field Methods** – Assisted in the field and taught the Laboratory Section 2001.

Grants

FY 2003 Student Research Assistant Grant *Traveling teaching trunk and Mock Excavation*– State University of West Georgia (\$18,000)

REFERENCES

Available upon request



**Antonio J. Waring, Jr.
Archaeological
Laboratory**

Annual Report CY-2003

**Department of Anthropology
State University of West Georgia
Carrollton, Georgia**

**March
2004**

Mission Statement

The Antonio J. Waring, Jr. Archaeological Laboratory is an academic research facility dedicated to the scholarly pursuit of knowledge about past cultures within Georgia and surrounding areas of the southeastern United States. The laboratory supports the active research and instructional interests of its curators and the anthropology faculty of the State University of West Georgia, is a resource for the larger professional community through facilitated research access to its archaeological collections, and serves as a repository for appropriate archaeological collections.

Executive Summary for CY-2003

The Waring Laboratory met or exceeded its objectives for the 2003 calendar year. Principal achievements during the year included:

- Maintenance of 434 archaeological collections (4,591 cubic feet) to laboratory archival standards (36 CFR 79).
- Facilitation of professional research use of curated collections.
- Provision of technical assistance regarding archaeological curation and collections management.
- Arrangement for loans of archaeological materials for research and interpretative use.
- Update and enhancement of security measures for the protection of curated archaeological collections.
- Organization of the Research Library and entry of information into a relational database.
- Revision of policies and procedures for collections management.
- Negotiation of contracts and 5 new agreements for curation and collections management.
- Support of faculty and directed student research using curated archaeological collections.
- Development of a Volunteer Program.
- Employment of UWG students as curatorial assistants, research assistants, laboratory assistants, library technicians, and educational outreach assistants.
- Expansion of Education Outreach Program to include off-site teaching trunks and an on-site Mock Excavation Pit.
- Hosted meetings for the Society for Georgia Archaeology and the Georgia Council of Professional Archaeologists.
- Participation in the PREP Visitation Day.

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- Held an open house and provided laboratory tours for the public and UWG classes.

About the Waring Archaeological Laboratory

Organized within the Department of Anthropology at the State University of West Georgia, the Waring Laboratory is the only facility of its type in Georgia specifically designed to meet both academic needs and the Federal standards (36 CFR 79) for the curation of archaeological collections. The two-level (~10,000 square feet) building is climate controlled and access is monitored by a zoned security system with integrated intruder, motion, water, and smoke sensors that are directly connected to the University's Public Safety Office.

Most of the Waring Laboratory is dedicated to archival maintenance of archaeological collections. The Curation Range, a 50' by 75' area containing two levels of curation shelving, provides space for 7,448 cubic feet of archaeological materials. Existing collections, consisting of the artifacts and associated records from hundreds of prehistoric and historic archaeological sites, occupy 4,591 cubic feet of this shelf space. The Special Collections room, with a current capacity of 188 cubic feet, secures another 149 cubic feet of collection materials.

A 1,250 square-foot Research Range is used for the short-term and longer research projects of faculty, students, and visiting scholars. This space contains a specialized library and maps, computer stations, photography and microscope stations, drafting and digitizing tables, along with other resources needed to support research use of the collections.

The interwoven research, teaching, and service activities of the Waring Archaeological Laboratory reflect the University's commitment to academic excellence and cooperation with other interest groups. Its embedded commitment to faculty-directed undergraduate research makes the State University of West Georgia the ideal academic environment for the Laboratory. While serving the important research and instructional agendas of the University's faculty and students, it also serves the needs of others with interests in and a critical responsibility for protecting Georgia's archaeological past. Long-term arrangements with State and Federal agencies, as well as with Private Sector companies, allows Georgia's archaeological materials to be curated in state at minimal costs and without duplication of effort. Collections research carried out by students and professional archaeologists, from within and beyond the University, serves not only their specialized interests but also contributes to the advancement of general knowledge about Georgia's rich cultural heritage.

The archaeological laboratory of the State University of West Georgia has had the pleasure of serving multiple constituents since the early 1970s. Today the Waring Laboratory continues this service and strives to enhance

its contributions to Georgia's academic, governmental, private sector, and public archaeological community.

Facilities and Operations

The Waring Laboratory increased security, moved forward on its Emergency Preparedness Plan, improved landscape drainage, updated all computer stations, and expanded the website during 2003.

As per recommendations of the Facilities Report completed in 2001, additional security was added to the Waring Laboratory. Security keypads were strategically rearranged to enhance security. Additional smoke and water detectors were added to increase sensitivity and coverage within the laboratory.

Progress was made in the Waring Laboratory's Emergency Preparedness Plan. The Carrollton City Fire Department performed a security inspection and was given a copy of the 2001 Facilities Report for their files. The MSDS sheets were updated and formalized. In addition, the Laboratory Director, Laboratory Coordinator, and Senior Secretary were certified in fire extinguisher training. Finally, a monthly cleaning and evaluation system was put into effect in 2003.

The drainage system on the outside of the building was reevaluated and upgraded in 2003. The surface-water drainage pipe was replaced with a larger, more efficient system. To date, it has shown a great improvement in eliminating runoff water that occasionally accumulated along side the building.

All computer stations were updated to the latest Office XP operating system (Microsoft® XP edition) and four computers were replaced and updated with faster processors and memory. The new upgrades included a more advanced version of Microsoft Office® that has made the collections database system more user-friendly.

The Waring Laboratory's Website was expanded in 2003 to include on-line versions of our *Collection Standards* and *Labeling and Packaging Guide*. Updates also included curation agreement information, added instructions for executing curation agreements, information for processing collection objects and records, and instructions regarding research access to the collections.

Another 2003 addition was the creation of a computer-based time clock using Microsoft Access® for all staff and volunteers. This new system is valuable as a tool to manage time allocation and to record the amount of time spent on each project. In addition, the time clock is being used to track the total number of hours worked by each volunteer.

Collections Management

An additional 51 cubic feet of archaeological material was received by the Waring Laboratory during the 2003 calendar year. In addition to the regular duties involved in Collections Management, the Waring Laboratory completed the working draft of an updated *Collections Management Policy*, reviewed and tested the *In-House Procedural Manual* created in 2002, assessed 19 older collections, and cataloged 304 artifacts into the education collection. In the Research Library, over half of the reprints and manuscripts were entered into the library database during 2003.

As of December 31, 2003, 434 archaeological collections (5,491 cubic feet of materials) are curated at the Waring Archaeological Laboratory. Most of these are held-in-trust for the Georgia Department of Natural Resources (Historic Preservation Division), the Georgia Department of Transportation (Environmental Analysis Bureau), and Cobb County.

New acquisitions during 2003 consisted of the following collections (by owner and *collection name*):

- GEORGIA DEPARTMENT OF TRANSPORTATION; *MULTIPLE PROJECTS FOR CY-2002*
- EL PASO ENERGY CORPORATION; *PHASE II NATIONAL REGISTER TESTING AND EVALUATION OF SITE 9WG141, WASHINGTON COUNTY, GEORGIA*
- EL PASO ENERGY CORPORATION; *REACTIVATION AND EXPANSION OF THE SOUTHERN LIQUEFIED NATURAL GAS, ELBA ISLAND FACILITY IN CHATHAM COUNTY GEORGIA.*
- MULTIPLE COLLECTION OWNERS; *PROPOSED OUTLYING LANDING FIELD PROJECT*

The Waring Laboratory finished revising its *Collections Management Policy* and it now is under review. Some of the changes include additional policies regarding the education collection, Research Library, and Inventories. Other sections of the policy were expanded to provide clarification and to enhance the standards of the Waring Laboratory as a curation facility.

The new standards of the Collections Management Policy reflect the changes made in 2002 in the *Collection Standards* and the *Packaging and Labeling Guide*. Collections brought to the Waring Laboratory are in better condition as a result of more effective communication and the updated format.

The in-house *Procedural Manual* created in 2002 was tested during the summer of 2003. The manual has proven to be valuable as it allows

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everyone to understand the process of curation from assessment to shelving in one document. Several changes were implemented in the *Procedural Manual* and it is currently being updated to reflect these changes. One change is the implementation of a 'day book.' This flow chart allows the Waring Laboratory to identify quickly the process stage of each collection.

Progress was made during 2003 on a multi-year project to install a Bar Code system for collections held at the Waring Laboratory. This project involves five phases: (1) Database Correlation, (2) Upgrading the Database Management System, (3) Installing the Bar Code Utility, (4) Designing Views and Reports, and (5) Printing. Its purpose is to increase the efficiency of multiple collections management activities at the Waring Laboratory.

Phase 1 and Phase 2 were worked on simultaneously during 2003. The first step in Phase 1 was successfully completed during 2001. The last step of the first phase includes a detailed inventory of each collection at the item level to verify that the information in the database correlates correctly with the artifacts. This contributes to the Waring Laboratory's efforts to complete its 10-year inventory in compliance with 36 CFR 79. A systematic approach was introduced in 2003 to facilitate this inventory. Collections are now assessed by priorities set by the Waring Laboratory. Nineteen collections were assessed during 2003 and updated in the collections database. Phase 2 involves updating the collections within a relational database. The relational model drafted during 2002 was physically created in 2003 using Microsoft Access®. The new version of the collections database reduces time and effort spent on data entry, includes collection information, loans, collections access, condition reports, accession information, and more powerful search and reporting capabilities. Finally, the new database is the start of Phase III and very basic bar coding capabilities were added to the database, and will be expanded in 2004. Collections are slowly being integrated into the new relational database as they are assessed, so that only collections revitalized to the 2003 collection standards are entered.

For the first time, the Education Collection is being formally separated from the Research Collection in the Waring Laboratory. The Education Collection contains artifacts for the new Public Outreach Program as well as elements of an educational type-collection. A catalog was started for the Education Collection and 304 artifacts have been entered.

Significant progress was made in the Research Library. Over half of the reprints and manuscripts (1562 articles) were entered in 2003. Entries in the library can be searched with the new computerized catalog. The database also tracks items on loan, when they are due back, and the location of library materials.

Curation Agreements

Five new curation agreements were entered into during the 2003 calendar year. A renewable annual contract with the Historic Preservation Division of the Georgia Department of Natural Resources was signed for the curation of existing archaeological collections owned by the State of Georgia. A set-fee contract was entered into with the Georgia Department of Transportation for curation of collections submitted to the Laboratory during the 2003 calendar year, in accordance with a Memorandum of Understanding for curation and collections management. Three other set-fee contract agreements were executed with R. Christopher Goodwin & Associates Inc. for curation of their archaeological project materials.

The Waring Laboratory entered its third full year of operation under an *Assistance Agreement* with the U.S. Army Medical Research Acquisition Activity for the curation of archaeological collections from Department of Defense properties in Georgia and surrounding areas of the southeastern United States.

Three collections (approximately 4 cubic feet) were donated to the Waring Laboratory in 2003 for the Education Collection. Siska Williams and Sunshine Thomas collected and donated modern bone from several species that will be used in the traveling teaching trunks and in the Mock Excavation Pit. Dr. Anne Ingram also donated, for the Education Collection, 52 pieces of prehistoric pottery that she collected as a child.

Collections Research

The use of archeological collections for research purposes is central to the Mission of the Waring Laboratory. Several curated collections (artifacts and associated records) were made available to researchers during 2003.

In-house research by faculty and directed research projects by students of the State University of West Georgia included:

- Dr. Crook – Bilbo Collection, Little St. Simons Island Collection, Sapelo Island Collection
- Douglas Mabry – John Whatley Collection
- Sarah Mistak – Bilbo Collection
- Siska Williams – Bilbo Collection

Outside researchers also used the laboratory's archaeological collections and received technical assistance during the 2003 calendar year. These included:

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- David Crass (Historical Preservation Division, Georgia DNR) – New Echota Stockade Survey
- Leillian Atz (Brockington and Associates) – Georgia Historical Commission Catalog
- Linda Bitley (Parks and Historic Sites Division, Georgia DNR) – CSS Nashville Collection, New Manchester Mill Collection, Pickett's Mill Collection, Etowah Mound C Collection.
- Renee' Lowe (Office of Environment and Location, Georgia DOT) – Rae's Creek Collection, Lover's Lane Collection
- Robert Skarda (Old Oconee) – Etowah Collection
- Vernon James Knight (University of Alabama) – Etowah Mound C Collection.
- Victor Thompson (University of Kentucky, WS Web Museum of Anthropology) – Sapelo Island Shell Ring Collection, Sapelo Island North of Shell Ring Collection, and Dan Simpkins 1975 Sapelo Shell Ring Collection.
- Vincas P. Steponaitis (University of North Carolina at Chapel Hill) – Etowah Mound C Collection.

Collection Loans

Archaeological collections curated at the Waring Laboratory are made available through loan for professional research and educational purposes. Because the Laboratory lacks exhibit space, outgoing loans are a primary venue for public outreach. Loans provide an opportunity for our curated archaeological collections to be used by museums and others for heritage education purposes and extended research use.

The Waring Laboratory continues to increase the number of new and reissued loans in 2003. This year also included one incoming loan for research. A formal protocol to govern loan renewals for materials administered by State Archaeologist (Georgia Department of Natural Resources) and checked out by various DNR units was initiated in 2003. The new agreement has proven effective in increasing communication and effectively monitoring artifacts on loan from the Waring Laboratory.

- Loan 2002-01. (reissued)~1700 artifacts from the Sapelo Island Shell Ring to the Richard Jefferies (on behalf of Victor Thompson) of the University of Kentucky for research.
- Loan 2002-04. (reissued) 62 artifacts from the Catoosa County Collection to the Catoosa County Historical Society for exhibit.

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- Loan 2002-05. (reissued) 14 Quahog samples from Sapelo Island to Fred Andrus of the University of Georgia for isotopic analysis.
- Loan 2003-05. 2 artifacts from the CSS Nashville Collection to the Parks and Historical Sites Division of the Georgia Department of Natural Resources for conservation and exhibit.
- Loan 2003-07. 3 artifacts from the Jekyll Island Collection to the Parks and Historic Sites Division of the Georgia Department of Natural Resources for exhibit.
- Loan 2003-08. 93 artifacts from the New Echota Collection to the Parks and Historic Sites Division of the Georgia Department of Natural Resources for exhibit.
- Loan 2003-06. (reissued) 47 bags and 135 artifacts from the Pickett's Mill Collection to the Parks and Historic Sites Division of the Georgia Department of Natural Resources for exhibit.
- Loan 2002-12. (reissued) 36 artifacts to Jerald Milanich on behalf of Shanna Schofield at the Florida Museum of Natural History, University of Florida.
- Loan 2002-13. 82 artifacts from the Catoosa County Collection to the Catoosa County Historical Society for exhibit.
- Loan 2002-16. (reissued) 3 odostomes from the LSSI Collection to Fred Andrus of the University of Georgia for identification.
- Loan 2003-01. 6 USGS maps to Dr. Crook on behalf of Siska Williams for research.
- Loan 2003-02. (Incoming Loan) 11 small boxes of archaeology material from Steve Fullen at the Louisiana State University Museum of Natural History to Dr. Crook for research on the Bilbo Collection (Haag, 1957).
- Loan 2003-03. 3524 artifacts from the Dan Simpkins 1975 Sapelo Island Shell Ring to Richard Jefferies (on behalf of Victor Thompson) of the University of Kentucky for research.
- Loan 2003-09. 21 artifacts of the Etowah Mound C Collection to the Parks and Historic Sites Division of the Georgia Department of Natural Resources for exhibit on behalf of Vincas Steponaitis from the University of North Carolina Chapel Hill for pigment analysis.
- Loan 2003-12. 1276 artifacts from 1950s Waring and Larson Shell Ring Drain Collection to Richard Jefferies (on behalf of Victor Thompson) of the University of Kentucky for research.

Public Education Initiatives

The Waring Laboratory significantly expanded its public education program during 2003. Staff, students, and volunteers completed installation of a Mock Excavation Pit, developed two Traveling Teaching Trunks, and

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conducted several tours of the laboratory. The Waring Laboratory increased the number of public visitors from 180 from 2002 to 443 in 2003. This year the Waring Laboratory hosted several on-site educational field trips for school groups, participated in Prep Visitation Day, held an open house as part of *Georgia Archaeology Month*, and hosted the Fall Meeting of the Society for Georgia Archaeology. The Waring Laboratory also hosted the Fall Meeting of the Georgia Council of Professional Archaeologists and provided information to those attending about the Laboratory's research resources and curation services.

A laboratory tour and presentation also was given for a 3rd grade class from Villa Rica Elementary. The entire program used the Georgia's Core Curriculum and multiple activities from the teaching trunks. The students learned about "what is an artifact?" and the kinds of information an artifact can reveal. In addition, the students learned about Georgia Archaeology and general Native American issues.

The Waring Laboratory provided tours and presentations to three UWG classes during 2003. Presentations were delivered to two Introduction to Anthropology classes (including an Honor's section). Students in the classes were introduced to operations in the laboratory, discussed the ethics of cultural patrimony, and the role of repositories in preserving cultural heritage. Another presentation was to a graduate-level Public History class to discuss the role of the Waring Laboratory as a repository and research facility.

The Waring Laboratory provided tours and presentations for PREP Visitation Day at the State University of West Georgia. Seventh and eighth grade students, 246 in all, were given a tour of the laboratory and presentations at three different learning stations. The students learned about operations at the Waring Laboratory, how the Waring Laboratory curates archaeology material, and an introduction to archaeology and Georgia prehistory. Their visit proved to be one of the favorite stops for the students and plans are set continue participating in the program next year.

An open house for the general public was held at the Waring Laboratory in May to celebrate *Georgia Archaeology Month*. Twenty-six people from the local community attended and were given a tour of the laboratory, an opportunity to examine artifacts from the education collection, to observe a flint-knapping demonstration by James Spake (Facilities Department at UWG), and also to have specimens from their own artifact collections identified. In addition, the Waring Laboratory announced the traveling teaching trunks and had several activities for parents and their children. The activities were geared towards Georgia Archaeology and allowed everyone to touch and see a wide array of Georgia's cultural heritage.

The Waring Laboratory completed the archaeology pit for a mock excavation program in 2003. The archaeology pit was developed by the Laboratory Director with assistance from laboratory staff and volunteers, and is organized in conjunction with the Fossil Pit program developed earlier by Kathleen White, Director of West Georgia Youth Science and Technology Center. The Mock Excavation Pit is located next to the Fossil Pit and adjacent to the Waring Laboratory. The initial design is for 3rd through 8th grade students using the State of Georgia Education Standards. Educators from the local community will be able to bring their classrooms on field trips to learn about Georgia Archaeology, using multiple math, language arts, reading, and quantitative skills.

In addition to the pit, two traveling teaching trunks were created in 2003. The first one is entitled, "What is Archaeology?". This trunk gives students a general idea of what is archaeology, who are archaeologists, what is an artifact, and how to analyze artifacts. Most of the activities in the trunk are geared toward the general basics of archaeology, specifically southeastern archaeology. The second trunk is entitled "Mock Excavation" and is created to either accompany the mock-excavation, or stand-alone in the classroom. Both teaching trunks include a teacher's guide, multiple activities using various learning modules, and computer activities. The teaching trunks are designed to be checked out by educators for classroom use.

To help publicize the Waring Laboratory's Public Education Outreach Program, a presentation was given at the Xtreme Science Conference hosted by the West Georgia Youth Science and Technology Center. Next year three more presentations will be given in different school districts as a result of the overwhelming desire for archaeology to be incorporated into the public education curriculum.

Finally, the Waring Laboratory hosted the Society for Georgia Archaeology Fall meeting. Many professional and amateur archaeologists throughout the state of Georgia came to meet and see our facility. A formal tour was given to the members. One outcome of the meeting was a discussion of having the Waring Laboratory host a Curatorial Workshop to teach collections management and preventive conservation.

Students and Volunteers at the Waring Laboratory

Students and volunteers at the Waring Laboratory provide valuable service and gain practical experience by working on the various needed projects. Students also undertake directed archaeological research projects, either as paid assistants, volunteers, or for academic credit. During 2003

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guidelines were devised for all student staff, and a volunteer policy and procedural manual was created.

Beginning in 2003, all students and volunteers who work at the Waring Laboratory first complete an online training course *Managing Archeological Collections* (www.cr.nps.gov/aad/collections/) developed by Terry S. Childs and Eileen Corcoran of the National Park Service. Students and volunteers must demonstrate that they have read and understand the in-house *Procedural Manual* and the Waring Laboratory's Standards for curation and collections management. Finally, any student who works with chemicals now is required to complete an on-line course RTK Online Training (<http://www.usg.edu/ehs/training/>) for Office of Environmental Safety to comply with the Georgia Right-to-Know Law. These requirements ensure that all who work with collections understand the basic methods of collections management before they begin handling collections.

A formal *Policy and Procedural Manual* for volunteers was instituted that includes an application and an evaluation form. Because of the increasing number of projects at the Waring Laboratory, volunteers are of great value. The volunteers assist the Laboratory Director and Laboratory Coordinator in a wide-array of projects, including the Public Outreach Program and Mock Excavation.

During the 2003 calendar year the following students were employed at the Laboratory with support from a variety of funding sources, including Laboratory funds, the Federal Work Study Program, and the UWG Student Research Assistance Program. Most of those who worked at the Waring Laboratory were undergraduate anthropology majors. This year, the workforce also included a postgraduate public history intern and three volunteers.

Spring Semester 2003

- Curatorial Assistant - Siska Williams
- Laboratory Assistant - Melissa Best; Amity Jordan
- Library Technician - Delecia Love
- Educational Outreach Assistant - Rachel Whetstone
- Volunteer – Sunshine Thomas
- Junior Volunteer – Nigel Dobbs

Summer Semester 2003

- Curatorial Assistant - Siska Williams
- Library Technician - Delecia Love
- Laboratory Assistant - Melissa Best
- Postgraduate Intern - Amanda Mros
- Directed Research Assistant - Visharad N. Chokshi
- Volunteer – Katherine Brown

Fall Semester 2003

Curatorial Assistant - Amity Jordan; Siska Williams

Library Technician - Delecia Love

Research Assistant - Sarah Mistak

Laboratory Assistant - Geoffrey Uhal; Dana DeLauss; Katherine Brown;
Shakendra Norris

Educational Outreach Assistant - April Jones; Sunshine Thomas

Volunteer – Brian Stout; Lori Friedman; Katherine Brown

Junior Volunteer – Nigel Dobbs

Contributions to the University's Mission and Goals

The Waring Laboratory makes specific contributions in the areas of research, service, and teaching. The Laboratory responds to many requests for technical assistance in the field of collections management, along with information requests from the professional community regarding its curated collections. In addition, the Waring Laboratory contributes by formally teaching students about curation and collections management, through directed undergraduate research projects, and through instructional tours for anthropology and public history classes.

The Waring Laboratory responded to numerous Research Requests and Technical Assistance Inquiries in 2003. These included assistance with external professional research projects, questions about specific collections, archival material questions, photography, conservation, internship advice, and various other aspects of collections management. The requests came from throughout the United States including:

- The Georgia Department of Transportation, Office of Environment and Location
- Georgia Department of Natural Resources, Historic Preservation Division
- The Coastal Heritage Society
- The Atlanta History Center
- Smithsonian Institution, Department of Anthropology
- Coweta County African American Heritage Museum
- Texas A&M University
- Baylor University
- New South Associates
- GeoHydro Consultants
- The Historical Heritage Association, Gilmer Arts and Heritage Association
- United Consulting Corporation

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- The University of Michigan Museum of Art
- Little St. Simons Island
- University of Mississippi, Department of Anthropology
- University of Kentucky, Department of Anthropology
- University of North Carolina, Laboratories of Anthropology
- University of Alabama, Department of Anthropology
- University of Florida, Museum of Natural History

Objectives for CY-2004

The continuing goals of the Waring Laboratory are to foster research use of its archaeological collections, to stay at the forefront of archaeological curation and collections management by exceeding the minimum federal requirements, and to increase public awareness of archaeology.

The Waring Laboratory objectives for 2004:

- Maintain existing collections in compliance with Laboratory Standards and 36 CFR 79.
- Finalize revisions of the Laboratory's *Collections Management Policy*.
- Complete the draft for the Laboratory's *Emergency Preparedness Plan* and *Integrated Pest Management Plan*.
- Complete entering the reprints and manuscripts into the Research Library's relational database.
- Begin transferring data from the old collection's database to the new relational database.
- Continue collection assessments for the 10-year mandatory inventory.
- Expand the web site to include the new public-education component along with the volunteer policy, procedures, and job announcements.
- Continue with developments of the Traveling Teaching Trunks.
- Begin on-site education through laboratory tours and instruction of school groups using the Mock Excavation Pit.

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